



**City Council
Regular Meeting
May 15, 2007
7:00 P.M.**

The regularly scheduled meeting of the Trinity City Council was held on Tuesday, May 15, 2007 at the Trinity Memorial United Methodist Church. A quorum was present.

MEMBERS PRESENT: Mayor Frances Andrews, Council members Karen Bridges, Phil Brown, Barbara Ewings, Bob Labonte, Dwight Meredith, Edith Reddick, and Miles Talbert.

MEMBERS ABSENT: Barry Lambeth

OTHERS PRESENT: City Manager Ann Bailie; City Attorney, Bob Wilhoit; City Planning/Zoning Administrator, Adam Stumb; City Clerk/FO, Debbie Hinson; Randy McNeill, Davis-Martin-Powell and Associates; Members of the Press; and other interested parties.

Call to Order

Mayor Andrews called the May 15, 2007 Regular Meeting of the Trinity City Council to order at 7:01 pm.

Pledge of Allegiance

Mayor Andrews led the Pledge of Allegiance.

Invocation

The invocation was given by Council member Reddick.

Welcome Guest and Visitors

Mayor Andrews welcomed and thanked all persons in attendance and for their interest in the City.

Public Concerns and Commendations

None

Opening Comments from Members of Council

None

Reports/Request for Funding

**ITEM 1. Report and Funding Request for Randolph County Senior Adults Association
(Candie Rudzinski, Executive Director)**

Ms. Rudzinski thanked Council for the opportunity to request funding for the Archdale Senior Center. The cost to run the center is over \$ 177,000.00. This cost includes purchasing the meals, taking the trips and paying the staff that consists of 1 full time and 1 part time position at this center. Over 16,000 home delivered meals and 7,000 congregate meals were served last year paid for over 6,000 trips, and the center director organized almost 900 separate activities. This year we are requesting the same amount of \$9,510.00 from the City of Trinity. We are not asking for an increase even though our cost did increase \$.09 per meal since we did receive additional revenues from the Home Community Fair Block Grant. The monies that we are requesting from the City of Trinity pay for one (1) meal on wheels route that services Trinity residents. These funds will feed 14 residents for 244 days at a cost of \$2.92 per meal. The amount requested represents 5% of the total cost of operating the senior center.

Motion by Council member Talbert to continue the funding requested, seconded by Council member Ewings and approved unanimously by all Council members present.

Public Hearing

2. **Rezoning Request Z07-04 to Rezone Property Located at Colonial Circle and NC Hwy. 62, Further Identified as Randolph County Tax Parcel Number 6797649499 From R-40 (Residential 40,000 Sq/Ft) to R-20 (Residential 20,000 Sq/Ft) (Adam Stumb, Planning & Zoning Administrator).**

Mayor Andrews opened the Public Hearing and asked Mr. Stumb to brief Council on this item.

Mr. Stumb discussed the lot size and location of the request and advised Council that the applicant's request was a change from the current R-40 zoning (minimum lot size of 40,000 square feet) to R-20 (minimum lot size of 20,000 square feet). Colonial Heights is zoned for R-40 which is what the minimum requirement is for a septic system. Sewer infrastructure is now installed in this area and sewer service is being provided to residents in this area. The applicant is requesting to split this tract consisting of + or – one (1) acre into 3 tracts with 20,000 square foot lots. Mr. Stumb reviewed the statement of consistency advising Council that this request is consistent with the current adopted land use plan and the general character of the neighborhood and Colonial Heights.

Planning Board Recommendation: Vote of 5-0 at the Board's Regular Meeting on April 24, 2007 to recommend approval of rezoning request #Z07-04 and the corresponding statement of consistency.

Staff Recommendation: Staff follows the recommendation of the Planning Board concerning this request.

Speaking for the Request

Terry Nall, 6969 Weant Road, Archdale: Mr. Nall discussed lots that he had sold to Mr. Shane Earnhardt and the type of homes that Mr. Earnhardt had already built in this area. He will be developing these lots as well if this request is approved and will be building similar homes in this area. It was Mr. Nall's opinion that most of the homes in Colonial Heights were located on 20,000 square foot lots and that this request would be consistent with existing lot size located in this area.

Speaking Against the Request

None

At this time Mayor Andrews closed the Public Hearing and opened this item to Council for discussion and or action.

Council member Talbert discussed the R-20 zoning that already existed in this area and advised members of the audience that this request was not to do anything unusual.

Motion by Council member Talbert to approve the rezoning request, seconded by Council member Meredith and approved unanimously by all Council members present.

Consent Agenda

All items on the Consent Agenda are considered routine and will be enacted by one motion without discussion. If a City Council member requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

3. **Consideration of Minutes: Feb. 3, 2007 Council Retreat**
4. **Consideration of Minutes: April 10, 2007 City Council Pre-Agenda Meeting**
5. **Consideration of Minutes: April 17, 2007 Regular City Council Meeting**
6. **Agreement With Guil-Rand to Provide Fire Inspections**
7. **Certification of Sufficiency Of Petition For Road Improvements In Turnpike Industrial Park**

Council member Bridges and Manager Bailie discussed minor changes the the minutes requested by Council member Bridges prior to the meeting. Manager Bailie advised Council members that all corrections had been made. With no further discussion, ***Motion by Council member Bridges to approve the Consent Agenda as presented, seconded by Council member Reddick and approved unanimously by all Council members present.***

Unfinished Business

None

New Business

8. Presentation of Proposed Budget for Fiscal Year 2007 – 2008 (*Ann Bailie, City Manager*)

- Overview of Sewer Phases' Implementation Budgets

Manager Bailie read City Manager's Budget Message and presented the proposed budget for Council review.
(Attachment A)

The next item reviewed by Manager Bailie was the Sewer Phases 2-5 as per the handout received by Council.
(Attachment B)

9. Wastewater Projects Update (*Randy McNeill, Davis-Martin-Powell & Assoc.*)

Mr. McNeill reviewed the Monthly Projects Progress report as listed below.

**City of Trinity
Davis- Martin-Powell and Associates
Monthly Projects Progress Report
May 8, 2007**

Phase 2 Sewer Extension

- Four crews are installing pipe within Dawnwood Park and other project areas

Darr Road Area

- All work is complete except for punch list items
- Contractor expects to be complete project items this month

Phase 3 Sewer Extension

- Plan/profile drawings have been completed for all areas of work
- Pump Stations plans are being finalized
- Easement drawings and legal's for all areas have been submitted to attorney and R/W agent

Phase 4A Sewer Extension

- New scope project being developed including Wood Acres area of Phase 3 and two areas of Phase 4

Turnpike Industrial Park Roadway Improvements

- Roadway condition analysis proposal being considered at this time

**City of Trinity
Sewer System Improvements
Anticipated Completion Schedules – May 8, 2007**

Darr Road Area

Began construction	July, 2006
Original completion date	January, 2007
Final completion expected	May, 2007

Phase 2 Project

Began construction	December, 2006
Complete construction	June, 2008

Phase 3 Project

Began design	December, 2005
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Complete design of Contract 1	December, 2006
Complete design of Contract 2	May, 2007
Begin condemnation process if necessary	July, 2007
Receive permits & easements for both Contracts	August, 2007
Begin construction of both Contracts	November, 2007
Complete construction of both Contracts	March, 2009

Phase 4A Project

New scope being considered	Currently ???
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Remainder of Phase 4 Project

Begin design	Spring, 2009
Complete construction	Fall, 2013

Phase 5 Project

Begin design	Spring, 2010
Complete construction	Fall, 2014

After review of the schedules Council member Labonte asked Mr. McNeill about the tree that was discussed by Mr. Gray at a prior meeting and asked if it had been taken care of. Mr. McNeill advised Council that there was some question about the location of the tree and whose property it was located on. There was one tree cut and there is another dead tree that will be taken down. It is outside the permanent easement but inside the construction easement. Our specification requires that the contractor must clear everything in the permanent easement. We try to maintain and save all of the trees outside the perm easement inside the construction easement. In this case it sounds like we will take the tree down. There are two (2) trees at this location and one (1) of the trees is leaning toward the neighbor's house but it is also tangled up in the power lines. This means the tree will have to be taken down by a tree company. If we decide to take all of the trees down there may be some extra costs since we would have to use a tree service to remove the tree in the power line.

Discussion between Council members and Mr. McNeill concerning the amount of blasting that could occur in the future Phase 3 and 4 projects. Mr. McNeill advised Council the contractor had already encountered a significant amount of rock in the Phase 2 project and that there would probably be a considerable amount of blasting in the future projects. Mr. McNeill advised Council that some of the blasting occurred due to the engineers request that the sewer line be installed parallel to the creek and deep enough so that the branch line or service line can go under the creek and serve the house on the other side of the creek and be installed without being in the air. We are spending some extra money to keep the sewer lines underground but this will eliminate some problems of exposed sewer lines.

Mayor Andrews discussed her recollection of Mr. Gray's conversation at a prior meeting concerning the trees in question and their location. It was her recollection that Mr. Gray stated the trees were on a neighbor's property and not his own personal property. Mayor Andrews asked Mr. McNeill if Duke Power would not take the tree down since it was in the power line. Mr. McNeill advised Mayor Andrews and Council that he was going to ask the contractor to remove the tree. If the contractor agrees to take down the tree but at additional cost we may want to talk to Duke Power to remove the tree.

10. Appointments to Public Safety Board (*Manager Bailie*)

Mayor Andrews advised Council that 2 new applications had been received for the Public Safety Board. Manager Bailie has provided copies of these at your places.

Manager Bailie advised Council members that the City had advertised extensively for applicants to serve on this board. We advertised in the Newsletter, in the Archdale - Trinity News, and in the High Point Enterprise. At the time of the deadline we had received 7 applicants. As stated by the Mayor we have received 2 additional applications that were submitted yesterday. According to the guidelines that the Council had adopted earlier they stipulated that the Board would consist of no more than 9 members, that City residency was not a consideration, but that some kind of experience in the public safety field was needed. There was a question raised at the Pre-Agenda Meeting concerning Randy McNeill's application. Mr. McNeill is not a city staff member but he is a contract engineer for the City. This

will be your decision concerning the propriety of this issue. Buddy Maness and Mickey Callahan, two (2) applicants that have applied, currently serve on existing City Boards. They are aware that if they are appointed to the Safety Board they will have to give up their membership on the board that they currently serve on. Our Ordinance does not specify a transition period in this type of situation therefore if either or both are appointed to the Safety Board it might be appropriate for Council to discuss and decide on a time limit that they should continue serving on their current board.

Council members discussed the additional two (2) applicants and the fact that they were submitted after the deadline of April 20, 2007 and whether or not to make an exception to allow one or both of these applications for consideration. There was further discussion concerning allowing Mr. McNeill to serve on this board, and the possible appointment of Mr. Maness and Mr. Callahan and the need for Council to set a time length for each of them to serve on their current boards.

After further discussion between Council members and Manager Bailie concerning the number of applications received, ***motion by Council member Bridges that Council accept and appoint the 7 applicants received prior to the deadline to the Public Safety Board and that Mr. Maness and Mr. Callahan serve on their current boards until replacements can be appointed. Council member Brown asked that the motion be amended to include that Mr. Maness and Mr. Callahan not be allowed to serve on their current boards after the expiration of their current terms if replacements were not found. Council member Bridges agreed to the amendment. The amended motion to read as follows:***

Motion by Council member Bridges that Council accept and appoint the 7 applicants received prior to the deadline to the Public Safety Board and that Mr. Maness and Mr. Callahan serve on their current boards until replacements can be appointed but no later than the expiration of their current term on the boards they currently serve on. The motion was seconded by Council member Meredith and approved unanimously by all Council members present.

After the motion, Manager Bailie asked if Council wanted to re-advertise for this board or did they want to keep this board as appointed with 7 members. It was the consensus of Council that the Public Safety Board be made up of 7 members and not to re-advertised for additional members.

11. Consider Purchasing Tee-Shirts for Trinity's 10th Birthday/Independence Day Celebration (Mayor Fran Andrews)

Mayor Andrews asked Council to consider purchasing 300 tee-shirts for this summer's special celebration. These shirts will be for both children and adults in 4 different sizes.

There was discussion between Council member Talbert and Mayor Andrews concerning the costs to purchase the shirts. Mayor Andrews advised Council the costs would be approximately \$1420.75.

Motion by Council member Talbert to purchase the tee-shirts as requested, seconded by Council member Ewings and approved unanimously by all Council members present.

12. Consider Purchase of Billing Module (Finance Officer Debbie Hinson)

Ms. Hinson advised Council this was the same request discussed at the Pre-Agenda Meeting earlier for a Billing Module as quoted by ICS Systems at a cost of \$10,985.00. By implementing this system the City could begin building its data base that would be needed as the city continues to grow and install infrastructure. It will allow the tracking of all property information such as the location of taps, amount of tap fee due, paid, and any current billing or assessment due on the property. This system will allow the information to remain with the address no matter how many times the property was to be sold. This system will also allow the city to bill for storm water fees in the future if needed or allow the City to implement a billing system for sewer charges at any time the City would like to do so.

We are currently using excel spread sheets to bill for tap fees. It currently takes 1 ½ days just to complete the billings and prepare them for mailing. Total staff time spent using our current process monthly to receipt the payment and update records is approximately 5 to 7 days of staff time and as we continue to add Phases will increase. It is my estimation based on prior experience that once this system was set up and the information in place the 1 ½ days would turn into approximately 45 minutes to one hour to generate the billing. At that time all information would be updated to the City records. When payment is made the record is updated at the time the receipt is generated and when the deposit is closed for the day the permanent information is spread across the general ledger.

Motion by Council member Bridges to allow the purchase of the Billing Module as presented, seconded by Council member Brown, and approved unanimously by all Council members present



BUDGET AMENDMENT NO. 2

May 15, 2007

BE IT ORDAINED, by the Mayor and City Council of the City of Trinity, that the 2006-07 Budget Ordinance be amended as follows:

GENERAL FUND (Fund 10)

EXPENDITURES

Administration- 10-00-4120

Acct #	Description	from		Total Amendment
.500	New Equipment	12,000	to 1,000	-11,000
.510	Capital Outlay	3,500	to 14,500	11,000

Ann Bailie
City Manager

ADOPTED 5/15/07

Fran Andrews
Mayor

This Budget Amendment is necessary to allocate funds to the appropriate line item description for proper accounting for new billing module.

Motion by Council member Bridges to approve Budget Amendment number 2 , seconded by Council member Ewings, and approved unanimously by all Council members present.

13. Budget Amendments (Hinson)

Ms. Hinson advised Council this amendment was done in an effort to address any line item expenditures that may need adjustment for year end. There are no changes in the actual budget and this amendment reflects changes within the line items as listed. The revenues for Powell Bill have been adjusted to show the proper accounting for assessments collected on the Cold Brook Court Project.



BUDGET AMENDMENT NO. 1

May 15, 2007

BE IT ORDAINED, by the Mayor and City Council of the City of Trinity, that the 2006-07 Budget Ordinance be amended as follows:

General Fund 10 REVENUES

10-00-3000-635	Appropriate from PB Fund Balance	from	65,000	to	50,000	-15,000
10-00-3000-381	Powell Bill Street Assessment Rev	from	0.00	to	15,000	15,000

GENERAL FUND (Fund 10) EXPENDITURES

Administration- 10-00-4120

Acct #	Description	from			Total Amendment
.254	Vehicle Maintenance	3,000	to	1,500	-1500
.260	Materials & Supplies	6,000	to	8,500	2,500
.310	Travel /Training	5,500	to	3,500	-2,000
.325	Postage	2,500	to	3,500	1,000
.352	Equip. Repair Maint.	2,000	to	1,000	-1,000
.392	Newsletter	3,500	to	4,500	1,000
.451	Insurance/Property	4,000	to	2,500	-1,500
.510	Capital Outlay	2,000	to	3,500	1,500

Finance 10-00-4130

Acct #	Description	from			Total Amendment
.630	Tax Collection Fees	3,500	to	6,500	3,000

Planning/Zoning 10-00-4191

Acct #	Description	from			Total Amendment
.121	Salaries	55,000	to	52,000	-3,000

Public Buildings 10-00-4194

Acct #	Description	from			Total Amendment
.191	Technical/Engineering	2,000	to	1,300	-700
.359	Repair Maintenance	6,000	to	6,700	700

Street Department 10-20-4510

Acct #	Description	from			Total Amendment
.241	Signage	750	to	3,000	2,250
.491	MPO Membership	3,000	to	2,250	-750
.600	Contract Services	8,000	to	7,500	-1,500

Ann Bailie
City Manager

ADOPTED 5/15/07

Fran Andrews
Mayor

c: Mayor and City Council
City Finance Officer/Clerk

Revenue

To adjust Powell Bill Revenues to reflect Cold Brook Ct. Assessment payments

Expense

Administration: Decrease adjustments in vehicle maintenance, travel training, equipment repair and maintenance, and insurance property were made as additions in an effort to ensure expenditures through the year end. Postage increase was due to increased sewer mailings, newsletter cost increase due to color copies rather than black/white, capital outlay increase to pay for fire proof cabinet for city records.

Finance: to adjust for actual fees paid to County for tax collection – increase due to tax increase and collection rate

Planning/Zoning: to offset expense in Finance

Public Buildings: Technical Engineering decreased and repair maintenance increased to balance line item for repairs to roof at City Hall.

Street Dept: These changes reflect an increase in signage costs and replacement of signage.

Motion by Council member Talbert to approve Budget Amendment Number 1 as presented, seconded by Council member Labonte and approved unanimously by all Council members present.

14. Budget Amendment: City Hall Reserve Fund (Bailie)

Manager Bailie advised Council the approval of this Budget Amendment would allocate an additional \$50,000.00 from the current year Contingency Fund to the City Hall Reserve Fund. We already have \$50,000.00 budgeted for this fiscal year to this fund. Last year the Council budgeted \$50,000 to this fund, but it was not moved to a reserve fund. If it is Council's desire we have the money to start out the City Hall Reserve Fund with \$100,000.00. We also have \$50,000.00 budgeted for this fund in the New Year 07-08 Budget.

Motion to approve the Budget Amendment as discussed by Council member Bridges, seconded by Council member Talbert and approved unanimously by all Council members present.

Business and Closing Comments from Mayor and Council

Mayor Andrews reviewed events taking place in Trinity as listed on Page 3 of the Agenda that included the following:

Civil War Reenactment/General Hardee Event

May 19 and 20 at the Albertson House located at 4924 Meadowbrook Road.

City Haul

Will be held May 17 -19 and May 24-26 from 8:30 am to 4:30 pm or until the dumpsters are full. The site for this event is the YMCA Soccer Fields (former Guil-Rand fields) 7194 Turnpike Road. There will be no cost to city residents.

Independence Day Celebration

This event will highlight Trinity's 10th birthday and will be celebrated on Saturday, June 30, 2007 at the Braxton Craven School Site. There will be a parade, games and activities, musical entertainment, veteran's recognition, special guests and much more. Volunteers to assist with this event will be appreciated.

15. Metal building as option for City office space (*Miles Talbert, Council Member*)

Council member Talbert discussed the processes that the City had been pursuing to try to facilitate City Hall. The current location is becoming crowded. We have looked at several options one of which is mobile office units. These units would provide more office space but we are not sure if it would provide additional meeting space. I have priced some metal buildings as an option. We are pricing a metal building that would be an attractive building approximately 5,000 square feet in size that would house both our offices for city personnel and provide a meeting room as well. This is something that the Council will need to consider soon. We have almost enough in the reserve to purchase this building now and I believe it would probably be a good thing to do. It will take a little work but would be a nice facility to have as a City Hall verses what we currently have. We are looking at this option but have made no decisions for either alternative. Somehow we need to relieve the crisis that we currently experience with our current facility. We have had several Building Committee Meetings where we have discussed several alternatives and this may be a nice one to give Trinity residents a place to go as well as relieving some of the workload from staff by moving equipment to and from meeting places. That is some of the things that we are looking at.

Council member Labonte felt that what Council member Talbert was trying to pursue was worthwhile. He asked what the total cost would be to get this building and to make it ready to use. What is the total cost to move in? It was his opinion that this option needed to go back to the building committee for review.

Council member Talbert advised Council members it was his basic thought that this building if not suitable for a permanent City Hall it would be suitable for a utility building or other departments when needed. I think from this standpoint it would be a nice building to have. Metal buildings do not have to be a metal sided building. There are some beautiful metal buildings available and discussed some buildings such as this currently located in the City of Trinity.

There was further discussion between Mayor Andrews and Council member Talbert concerning what this building would consist of. Mayor Andrews asked if the building would have metal siding. Council member Talbert advised Mayor Andrews and Council that brick or stucco could be put on the building in place of the metal anywhere on the building that they chose. Mayor Andrews discussed the need to have the building placed on a concrete slab and how this made the building a permanent building. We do not have a plan for the development of the City property and don't really know if this is the location that we would like to have this building placed for a City Hall. The other option that we have is something that can be moved or the city can get rid of when the time comes and would not considered a permanent structure.

There was further discussion between Council members, Manager Bailie and Mayor Andrews concerning the costs that would be involved with both the new building and the modular units. Council also discussed the permission given by the County to tie the modular units into the current septic system and whether or not they would allow a new building as proposed to tie into the existing system or make the City have other means of infrastructure.

Manager Bailie advised Council that the estimated costs to make the modular units usable was approximately \$75,000.00. The ceilings, partitions, heating, air condition, and plumbing are already installed in the modular units. For the building that Council member Talbert is discussing it would cost between \$91,000 to \$95,000 to bring the building in, put down the slab and erect the structure. To make it usable at minimum the cost will be approximately \$200,000.00, but if the City chooses to stucco 3 sides of the building the costs increases to approximately \$300,000.00. The modular units are approximately ½ the size of the building proposed by Council member Talbert. The last time this was discussed Council decided that the City would complete a Master Plan for the property. One of the concerns that has been brought up is where the City will put a permanent structure. The metal building would be a permanent structure and would not be a temporary structure. The appeal of the modular units despite the fact that they do need some work is that we can make them look better and the positive aspect of this is that the modular units are temporary. We can live and work in them for 5 to 10 years longer if we continue maintenance on them. During this period we can develop a Master Plan for the property and properly plan for a new City Hall. We are currently

discussing spending approximately \$300,000.00 for a metal building someplace on the property that we will have to live with for the next 50 years. It is Council's decision on how to proceed. However, we could complete a Master Plan, save money, work out of the modular units and decide where to build a city hall and at what cost.

After further discussion, Council member Reddick asked if this item could not go back to the Building Committee for further review. The Council will be meeting on May 29, 2007. Could the Building Committee meet before that date and bring back some costs back to Council so that we could make an evaluation of the costs.

After further discussion, *it was the general consensus of Council members to have the Building Committee to meet and review the options available as well as the costs for each option and to present their findings at the May 29, 2007 Meeting.*

Business from City Manager

Manager Bailie discussed the following items:

Building Committee Meeting and Special Called Meeting of the Archdale City Council: Manager Bailie advised Council members that she would try to coordinate a meeting of the Building Committee prior to the Special Meeting to be held on May 29, 2007 at 4:00 pm at City Hall. This meeting will be to discuss the budget, the building, and any other items that may arise prior to the Agenda.

Archdale Police Department: Manager Bailie advised Council to mark their calendars for Thursday, May 24, 2007 from 11:00 am to 2:00 pm. This is the Archdale Police Department's annual BBQ. They will be serving Lexington Style BBQ, BBQ chicken, and all the trimmings. If you would like to attend this outing please call City Hall by May 21, 2007 so that we may RSVP to this invitation.

Adjournment

With no other business to discuss, *motion by Council member Ewings to adjourn the May 15, 2007 Regular Council Meeting at 8:20:38 pm, seconded by Council member Meredith and approved unanimously by all Council members present.*

These minutes were approved by the Trinity City Council as written at their Regularly Scheduled Meeting held on June 19, 2007 upon motion by Council member Ewings, second by Council member Brown and approved unanimously by all City Council members present.